

# Management System: Contracting and Financial Assistance

## Subject Area: Simplified Acquisitions

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### 1.0 Introduction

This Subject Area describes how to prepare, solicit, and award simplified acquisitions. This information applies to all EMCBC personnel involved in procurement of commercial items under the simplified acquisition threshold of \$150,000, including purchases at or below the micro-purchase threshold of \$3,000. Note that Federal Acquisition Regulation (FAR) 13.5 provides special authority for acquisitions of commercial items exceeding the threshold of \$150,000 but less than \$6.5 million; therefore, there may be references or procedures for items that exceed \$150,000. Simplified Acquisition Procedures do not apply if the requirement can be met using:

- (1) Required sources of supply under part 8 (e.g., Federal Prison Industries, Committee for Purchase from People Who are Blind or Severely Disabled, and Federal Supply Schedule contracts);
- (2) Existing indefinite delivery/indefinite quantity contracts; or
- (3) Other established contracts.

### 2.0 Contents

The table below defines procedures to be used in the preparation, solicitation, when applicable, and award of simplified acquisitions.

Procedures	Procedure Content
1. <a href="#">IP-412-01</a> , Purchase Card Operating Procedures	<ul style="list-style-type: none"><li>• Supplements the Department of Energy (DOE) Policy and Operating Procedures for Use of the GSA SmartPay2 Purchase</li><li>• Operating Procedures, which are tailored to the specific needs of the EMCBC, for all sites that are supported by the Purchase Card program Coordinator in Cincinnati, Ohio</li></ul>

Procedures	Procedure Content
2. <a href="#">IP-540-06</a> – Procurement Request packages (PR), Including Financial Assistance	<ul style="list-style-type: none"> <li>This procedure establishes the general content requirements for procurement request/requisition packages.</li> </ul>
3. <a href="#">IP-540-07</a> – Simplified Acquisition Procedures (SAP)	<ul style="list-style-type: none"> <li>This procedure establishes the responsibilities and implements requirements for the acquisition of supplies, equipment or services not exceeding the simplified acquisition threshold (\$150,000), including purchases at or below the micro-purchase threshold of \$3,000. This procedure excludes acquisitions using the Government Purchase Card.</li> </ul>
4. <a href="#">IP-540-10</a> – Close-Out of Inactive Award Instruments	<ul style="list-style-type: none"> <li>This procedure establishes the process for the closeout of all inactive award instruments.</li> </ul>

### 3.0 Exhibits/Forms

None

### 4.0 Related Information

- [DOE Acquisition Guide, Chapter 8](#), Required Sources of supplies and Services
- [Strategic Integrated Procurement Enterprise System](#) (STRIPES)
- [Central Contractor Registration](#) (CCR)
- [Excluded Parties List System](#) (EPLS)
- [GSA E-buy](#)
- [GSA Federal Supply Schedules](#)
- [Vendor Invoice Approval System](#) (VIAS)

### 5.0 Requirements

Document	Title
<a href="#">FAR 2</a>	Definition and thresholds associated with the Simplified acquisition procedures.
<a href="#">FAR 7</a>	Acquisition Planning

<a href="#">FAR 8</a>	Required Sources of Supplies and Services
<a href="#">FAR 13</a>	Simplified Acquisition Procedures
<a href="#">DEAR 908</a>	Required Sources of Supplies and Services
<a href="#">DEAR 911</a>	Describing Agency Needs
<a href="#">DEAR 912</a>	Acquisition of Commercial Items
<a href="#">DEAR 913</a>	Simplified Acquisition Procedures
<a href="#">DEAR 914</a>	Sealed Bidding
<a href="#">DEAR 919</a>	Small Business Programs
<a href="#">DEAR 942</a>	Contract Administration
<a href="#">DOE O 541.1B</a>	Appointment of Contracting Officers and Contracting Officer Representatives
<a href="#">DOE Acquisition Guide 13.1</a>	DOE Policy and Operating Procedures for the use of the GSA SmartPay2 Purchase Card

## 6.0 Definitions

Term	Definition
Simplified Acquisition Procedures (SAP)	Methods prescribed in FAR Part 13 for purchasing supplies or services. They are designed for relatively simple Government requirements, and their use is subject to designated dollar thresholds. Examples of items commonly purchased using SAP includes office supplies, computer software, and grounds keeping services.